



## FMMI AUTOMATED PVND PROCESS ACCESS REFERENCE GUIDE

### INTRODUCTION

This guide provides FMMI agencies with instructions on how to attain access to the FMMI PVND process for both customers and vendors.

### ROLE DESCRIPTIONS

To use the FMMI automated PVND process, the user is required to have the following role:

<b>Vendor and Customer Master Data Requester</b> (Z0000UMMDR:ES_MD_REQUESTER)	Responsible for both creating and managing requests referencing customer and vendor master data. This user will create new requests to make adjustments to the data tables for customer and vendor master data. They will also manage the requests for adjusting the data tables for customer and vendor master data.
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### OBTAINING THE REQUIRED ROLES

The process to obtain these roles is described below:

- The user contacts the agency's FMMI Requester or Security Administrator to request the role.
- The agency FMMI Requester or Security Administrator generates a Governance, Risk and Compliance (GRC) request for approval.
- The GRC system notifies the agency's Security Department that a request is ready for approval and continues through the workflow until all role approvers have approved the request.
- The user corresponds with the agency's Security Department to ensure the requested roles have been granted.

### VIEWING PII

To view PII, one or more of the following roles is required:

<b>Commercial Vendor/Customer Master Data Evaluator</b>	Has access to view the Customer and Vendor Master Data record as it pertains to commercial customers/vendors. The account group used for commercial customers is COMM. The account group used for vendors is ZNFV, including all industries. These
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records contain the customer/vendor name, address, Taxpayer Identification Number (TIN), Social Security Number (SSN), and bank account information. PII is not masked for this role.

**Employee Vendor/Customer Master Data Evaluator**

Has access to view the Customer and Vendor Master Data record as it pertains to employees. The account group for vendors is ZEMP and the account group for customers is EMPL. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII is not masked for this role.

**Invitational Travelers Vendor Master Data Evaluator**

Has access to view the Vendor Master Data record as it pertains to invitational travelers, account group ZINT. These records contain the vendor name, address, TIN, SSN, and bank account information. PII is not masked for this role.

To obtain these roles, the user must contact the agency's Security Administrator. The Security Administrator will determine whether or not granting these roles will conflict with the user's existing roles in compliance with Systems, Applications, and Products in Data Processing (SAP) GRC.

## **INQUIRIES**

Please direct additional questions to the Accounting Processing Branch, Table Maintenance Section, at 504-426-5377.